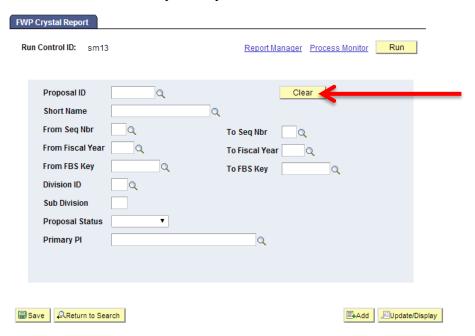# Print FWP Proposal

Objective: To download proposals entered in FBS as **.rtf** or **.pdf** documents.

1. Log into **FMS**
2. Click **Field Budget Submission → Reports → Print FWP in Crystal**
3. Enter **Run Control ID** and click **Search** – *you can create your own Run Control ID to use. Add a new value if necessary.*
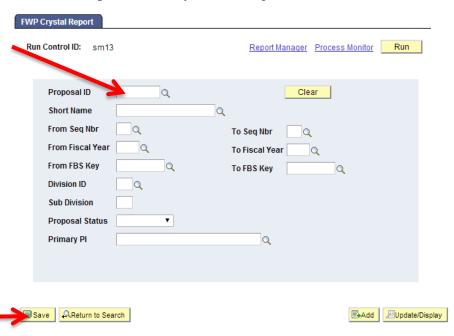

4. Click **Clear** in the FWP Crystal Report Tab

5. Enter the **Proposal ID** that you want to print and click **Save**

6. After you click Save, the following fields should auto-populate. Then click **Run**

NOTE:

When the *From* and *To Seq Nbr* fields and the *From* and *To Fiscal Year* fields are not filled in exactly as shown, there are errors.

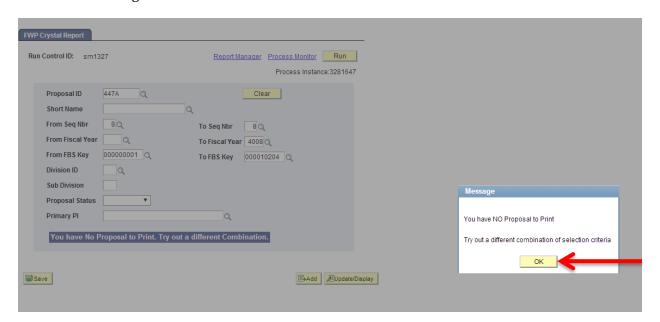Make sure *From FBS Key* is 000000001 and *To FBS Key* is the largest available value.

7. From drop down choose *Type: **Web** and choose *Format: **RTF** or **PDF.** *(NOTE: Users have found that RTF files are better formatted than PDF but both options can be used.)*
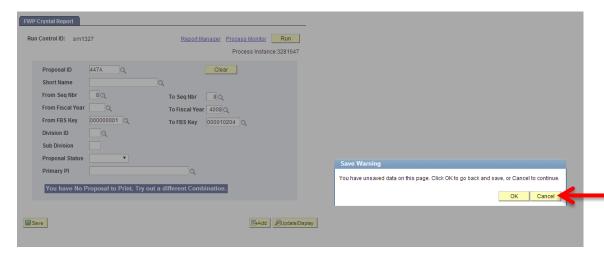

8. Click **OK**

9. You may get this Message pop-up stating: "You have NO Proposal to Print…" Click **OK** and ignore this message

10. Click **Process Monitor**

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File Path: G:\Financial_Analysis\Procedure Documentation\Current Procedures\Print FWP Instructions.docx By: Sophia Marneris Date: 3/26/14
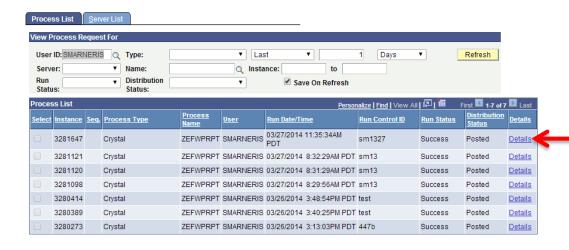
11. You may get this Message pop-up stating: "You have unsaved data..." Click **Cancel** and ignore this message

12. Click **Refresh** until Run Status is *Success* and Distribution Status is *Posted*

13. Click **Details**

Go back to FWP Crystal Run Control

14. Click **View Log Trace** and then click the file ending in **.RTF** or **.PDF**

15. Save file to your computer

File Path: G:\Financial_Analysis\Procedure Documentation\Current Procedures\Print FWP Instructions.docx By: Sophia Marneris Date: 3/26/14